ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

Act justly, love tenderly, walk humbly with your God

November 2026

Dear Parent/Carer and Student

Re: Attendance and Punctuality – Every School Day Matters

We are grateful for the continued support of our families in ensuring that their daughters attend school regularly and arrive on time. We also recognise that there may be occasions when students experience genuine difficulties attending school, and our priority is always to work with families to understand any barriers and provide appropriate support.

Our Attendance Expectations

We expect every student to attend school every day unless there is a genuine reason for absence. Our school attendance target remains 96% or above, and we continue to work closely with families where attendance falls below this level.

Regular attendance is about much more than achieving a percentage. It helps students establish positive routines, maintain friendships and make the most of the opportunities available to them.

Where concerns arise, our pastoral and attendance teams will seek to identify difficulties early and work with families to provide appropriate support.

Punctuality and Morning Arrangements

Being on time is an important part of being ready to learn. Registration provides students with an opportunity to connect with their form tutor, receive important information and prepare for the day ahead. Even a few minutes of lateness, when repeated regularly, can affect learning and the positive routines we work hard to establish.

As communicated to families in September, our school day begins promptly at 8:30am.

To support a calm and orderly start to the school day, the school gate closes at 8:30am. Students arriving after this time are required to enter through reception, where their arrival is recorded using the Inventry system. They will be issued with a late pass, which should be shown to their teacher when they arrive at their lesson.

At particularly busy times, students arriving after 8:30am may need to wait briefly just outside the school gate, in a designated area on school premises, while staff manage their entry into the building. During this time, students remain under the supervision of a member of staff, who oversees their safe and orderly entry through reception.

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World Class Schools
BELBIN GETSET
The Quality in Careers Standard

Any short wait is part of managing the movement of students safely and ensuring that everyone is appropriately accounted for.

Repeated lateness will be monitored by our pastoral and attendance teams, with appropriate support and intervention where necessary. We also remind families that arriving after the attendance register has closed may be recorded as an unauthorised absence for that morning session, rather than simply as being late.

Working Together

We recognise that mornings can sometimes be challenging and that unexpected circumstances, including transport difficulties, can occasionally affect punctuality. We will always seek to approach individual circumstances with understanding and fairness.

However, we ask all families to support our expectations by ensuring that students arrive at school with sufficient time to be in registration by 8:30am.

If your daughter is experiencing difficulties with attendance or punctuality, please contact her Learning Support Coordinator so that we can work together to identify appropriate support.

Thank you for your continued understanding, cooperation and support. By working together, we can ensure that our students develop the positive habits, confidence and sense of responsibility that will serve them well both at school and beyond.

Yours faithfully



Mr D Delaney
Deputy Headteacher